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Hire & Train Youth: IT'S GOOD BUSINESS

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SBA

U.S. Small Business Administration
Office of Private Sector Initiatives
National Child Labor Committee

SBA 1.2:

SBA and NCLC invite you to strengthen your business and your community by hiring and training young workers with ability and potential just entering the work force.

We know that sometimes young workers require special supervision, so we have available an excellent —

1 Hip pocket manual for supervision of young workers and

2 Starting Up - A Guide to Breaking in the New Worker, part of the ***WorkForce*** series for small business.

The ***Manual*** and the ***WorkForce*** Series are available from the National Child Labor Committee, 1501 Broadway, Room 1111, New York, NY 1003.

Small Business

Since many of the country's new jobs are created in small businesses, NCLC has developed training materials for small businesses that want a better experience with the young people they employ.

The WorkForce series for small businesses includes six guidebooks for business operators. Each is devoted to a specific problem common to employers who hire untrained young people.

These can help you improve your skills in interviewing, communicating, solving work problems, and teaching young people how to do their jobs.

Take advantage now of this exciting new series of booklets that can help you increase both your business and your profits.

They are easy to read and quick to master. These six booklets contain useful case studies, practical checklists, and simple guidelines. Sharpen your skills and spend less time supervising and more time doing other things you need to do.

Worker turnover is expensive. It averages over $1,500.00 per lost employee.

Reduce costly turnover and increase productivity by putting WorkForce to work for you.

These guides cover the kind of useful information you need to increase your profits by improving your work force, particularly when you hire entry level young people.

Here's what small businesses say about WorkForce:

"Well done and comprehensive. The material is well planned and organized. The practical examples coupled with written explanations are a good method of instruction."

Art Supplier

"I found it short, concise, and a good 'how-to' manual."

Retailer

"I'm positive that my employees are more productive as a result of what I learned in these guides."

Printer

"This was the best thing that could have happened to my shop. The material is clear, concise, and useful."

Dry Cleaner

"I found the information in these guides worked well with all my employees, and not just with entry-level workers."

Chemical Manufacturer

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About the National Child Labor Committee

The **National Child Labor Committee** is a private, non-profit, voluntary organization which devotes a full program to the critical problem of youth employment. Run by business and voluntary leaders for over eighty years, the Committee promotes education, training, and job opportunities for youth, which are geared to the needs of the nation's businesses.

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National Child Labor Committee
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